



The ID Register

New User guide

30 November 2016



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Introduction

Welcome to The ID Register, designed as a secure, online repository for your data which you can maintain and share with third parties..

The ID Register has been designed to meet the highest standards of Client Due Diligence (CDD) and Know Your Client (KYC) in multiple jurisdictions.

You can upload the evidence documents that are commonly required by third parties and using our powerful, digital certification process to quickly validate these evidence documents.

The ID Register gives you control over your data and who gets to access it whether the third party is a Fund Manager, Bank etc.

This guide will explain how to get started on The ID Register and aid you in updating and validating your data.

Glossary of Terms

Term	Description
User	You are a User of The ID Register. A User has a sign in for the website and can look up, connect to and create profiles.
Profile	A record on The ID Register where information and documents about you or entities you control or own are stored.
User Permissions	The level of control a User has over a Profile record.
Profile Owner	Any User who is connected to a Profile with Full Control. These Owners will receive messages relating to that profile.
User to Profile Connection	As a User you are connected to your Profiles. You can request to be connected to other Profiles through the My Profiles screen.
Profile Relationships	Inside a Profile Record is the "This Profile is Connected To" section. Enables a Profile Owner to create a Relationship between their Profiles and other Profiles in The ID Register.
Services	Another User can download a CDD Pack or access your Profiles data over the Profile Relationship. That Users profiles MUST be subscribed to our KYC Services and the Profile Relationship MUST have been accepted by you

Getting Started

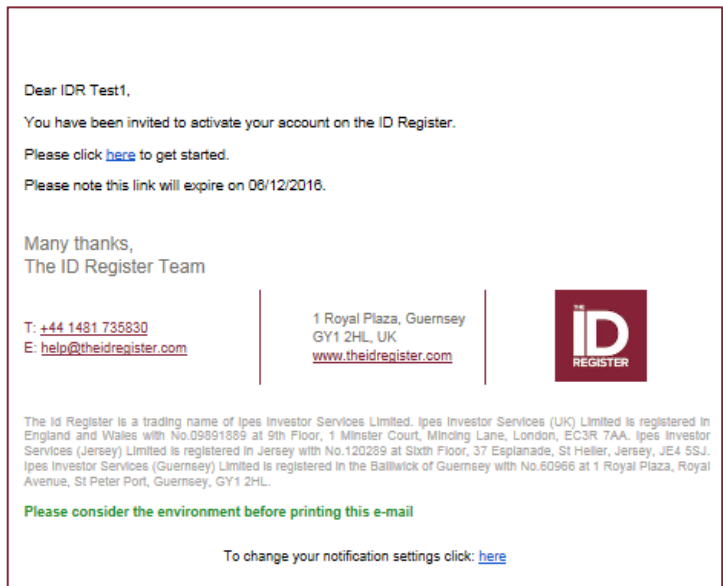
New User Verification

You have received this guide because you have been sent a User Registration email to The ID Register in an email.

This link is specific to the email address that received the message.

To proceed with your user verification:

1. Click on [here](#) in the email.
2. Your web browser will open a new window to activate your account.



Activate Account

3. Complete Your Forename and Surname

4. Enter and Confirm your Password.

Minimum of 8 characters, including 1 upper case letter and 1 number.

5. Choose Security Questions 1 & 2 and provide your answers.

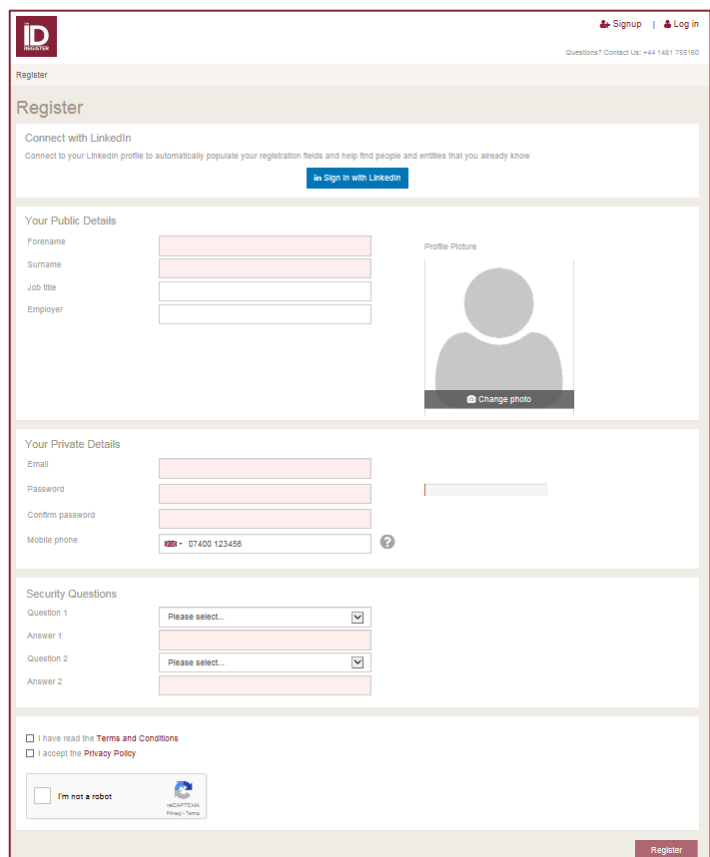
This will be use to verify your identity should you need to call The ID Register.

6. Read and Accept the following:

- a. Terms and Conditions
- b. Privacy Policy

7. Complete the reCAPTCHA Anti Robot security feature

8. Click **Activate**. (cannot be clicked unless all compulsory fields have been completed)



My Account

This is the first section of The ID register that a new User will see. Before you can proceed you must first verify your email:

9. Next to your email address will be the message:

! Not verified. Click [here](#) to verify

10. Click [here](#) in **My Account**. An email will be sent to you.

My Account

Details | Notification Settings

Please verify your email address.
You will be unable to view other pages on the site until your email address has been verified. You should receive a verification email when you first register or when you updated your email address, if you would like the email sent again please [Click here](#).

Public Details

Profile Picture

Forename: IDR
Surname: Test1
Job Title: Test Account
Employer: Test Company

Private Details

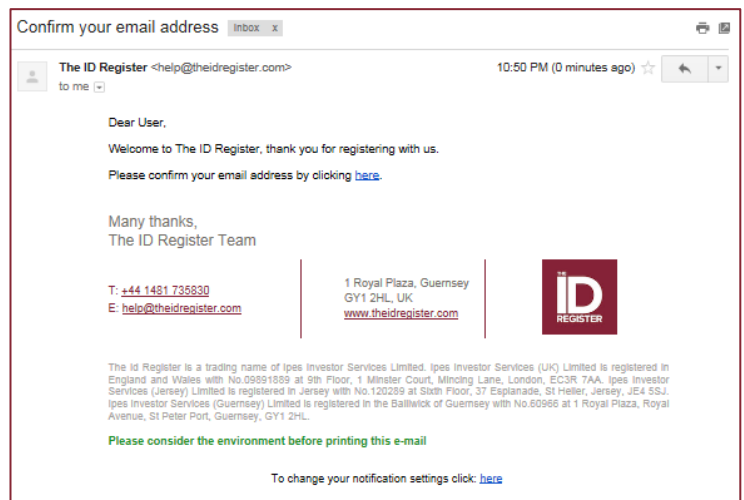
Email: IDRegTest1@gmail.com ! Not verified. [Click here to verify](#).
Mobile: [Redacted]
Telephone: 07400 123456

[Save](#)

Email Confirmation

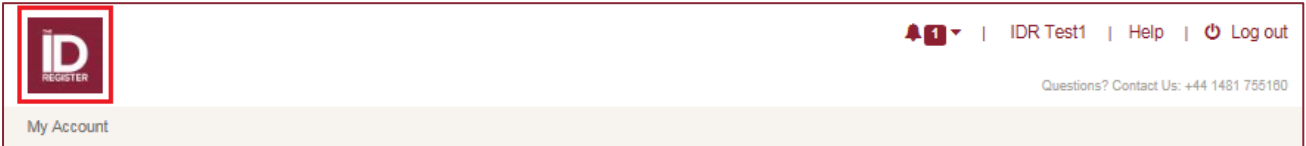
11. To confirm your email address click [here](#) in the email.

12. Your email is now Verified and you can proceed to use the rest of the site.



My Profiles

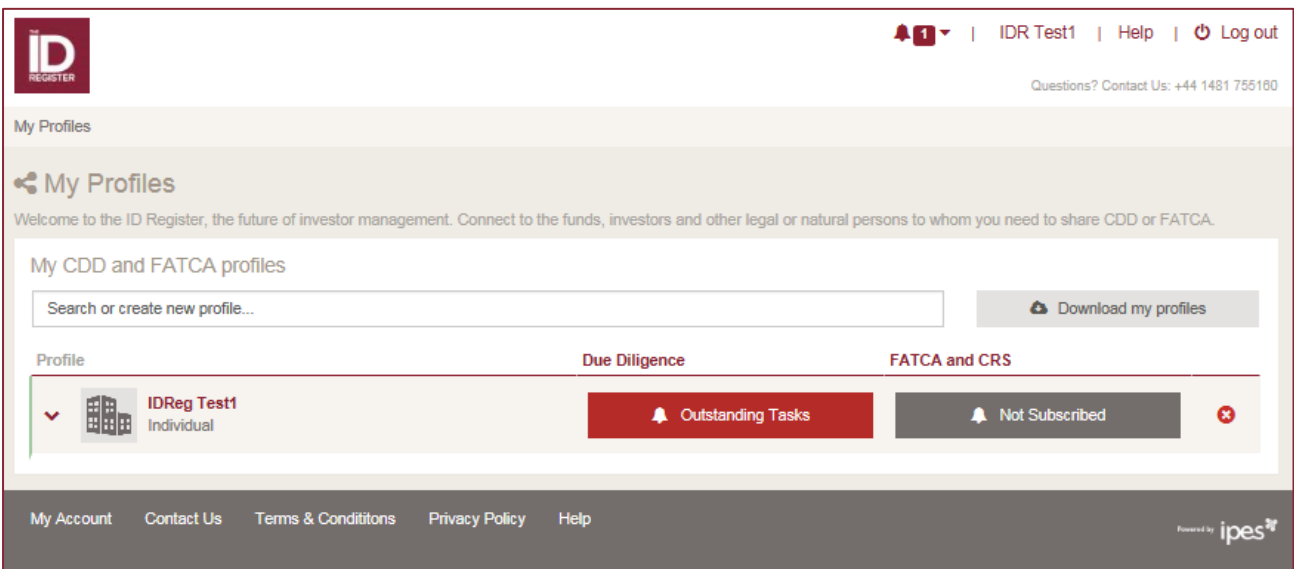
The home page of The ID Register is called **My Profiles**. After confirming your email address click on The ID Register Logo in the top left of the page to open. You can click here at any time to return to this page.



Using My Profiles

The My Profiles page has 2 main elements:

- A Search Bar which allows you to look for other Profiles in The ID Register that you may wish to connect to as a User or, if the Profile does not exist enable you to create and;
- A List of Your Profiles and those Profiles relationships with other Profile records in The ID Register.



Opening Your Profile

13. Clicking on your Profiles name will open the Profile Screen



The Search Bar

Used where you need to connect to a Profile as a User or create a new Profile record

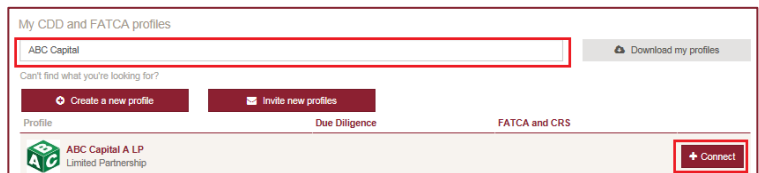
14. Click in the “Search or create new profile.” field under “My CDD and FATCA Profiles.”



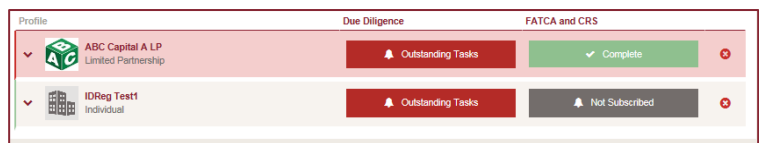
15. Type the name of the Profile you wish to find.

Connecting to a Profile

16. If the profile already exists it will appear below the Search bar.



17. Clicking on **+Connect** will send a notification to the Profile Owner that you would like to connect to their Profile.



18. Refreshing the screen will show you have a pending connection (the row is shown in red). You will receive a notification when the Profile Owner accepts or rejects your connection request

Creating a Profile

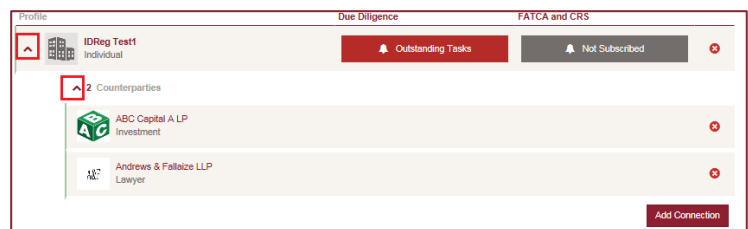
19. Ensure the Profile you wish to create does not appear in the search results.

20. Click on **Create a new Profile**



Viewing your Profiles Relationships

21. Clicking on the Arrow to the left of your profiles will expand the section and show the Relationships



Profiles

You will need to review and update your Profile records to ensure that this data is current. It is recommended that you periodically refresh this data, including the upload of more recent Evidence Documents (where applicable) whenever you need to share your data with a third party.

Profile Record Structure

22. The profile is divided into 7 subsections.

Please see below for a summary of each section and the information you should Verify/Update

Profile Details

23. General information including the name and type of Profile.

Check and update

- a. Name
- b. Primary contact email
- c. Profile Type
- d. Allow others to connect to me

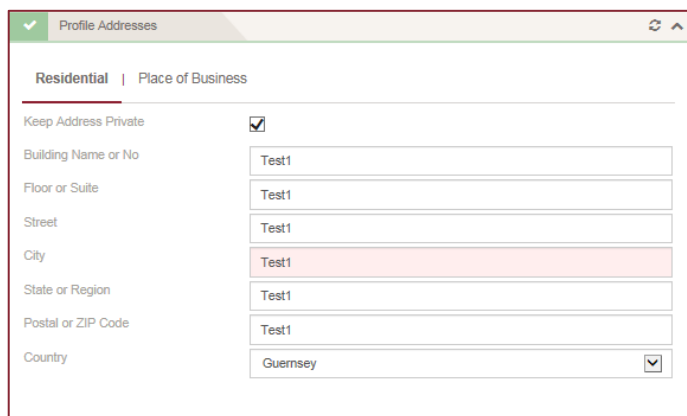
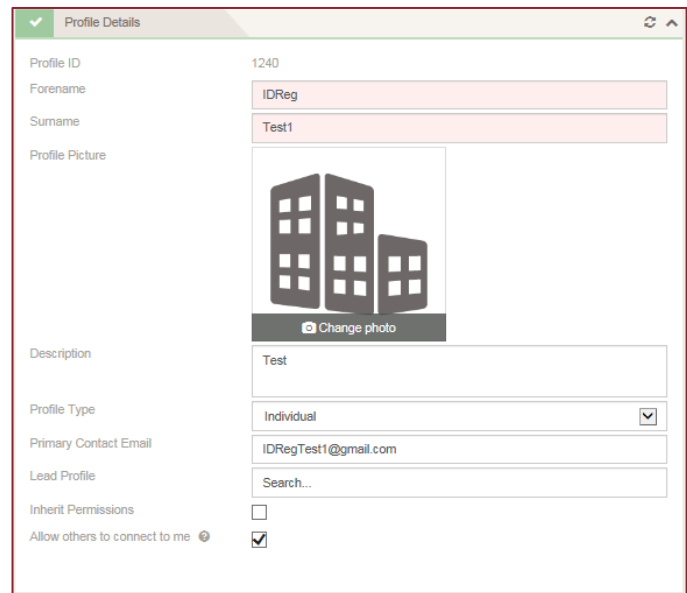
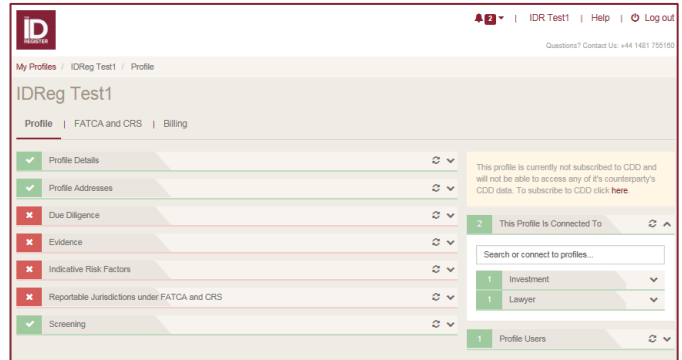
“Allow others to connect to me” controls your Profiles visibility during a search. If un-ticked your Profile name will not be searchable in any Search field

Profile Addresses

24. Residential/Registered address plus an optional Place of Business

Check and update

- a. Residential/Registered Address
- b. Place of Business Address (Also used for Mailing Addresses)



Due Diligence

25. The fields in this section are dependent on the Profile Type (e.g. Individual, Private Company etc). Below is an example of the Individual Due Diligence section.

Check and update

- a. All fields should be completed to the best of your knowledge.

Please see **Appendix 1** for those fields that **MUST** be populated before the Profile can be considered complete

The screenshot shows a web form titled 'Due Diligence'. It is divided into three main sections: 'Basic Details', 'Current Nationalities', and 'Tax Residences'.
- **Basic Details:** Includes fields for Title (Mr), Full Legal Name (IDReg Test1), Former or maiden names (empty), Gender (Male), Date of Birth (11/06/1982), and Country of Birth (United Kingdom).
- **Current Nationalities:** Features an '+ Add' button, a dropdown for Nationality (United Kingdom), an ID No field (123456), and a 'Delete' button.
- **Tax Residences:** Features an '+ Add' button, a dropdown for Country (United Kingdom), and a Tax ID field (123456).

Evidence

26. Derived using rules set up in The ID Register. Checks the type of Profile and information entered into Profile Addresses and Due Diligence

Please refer to the **Evidence and Certification** Guide for more details on the types of documents you should upload and the electronic certification process.

Check and update

- a. No documents are missing
- b. No Documents have expired

The screenshot shows a table titled 'Evidence' with the following structure:

Title	Explanation	Upload
Passport	Please provide a certified copy of your passport	Upload Document -
Proof of Address	Please provide a utility bill, Bank Statement or official correspondence from a government office dated within the last 3 months	Upload Document -

At the bottom right of the table, there is a green button labeled 'Certify selected items -'.

Indicative Risk Factors

27. Derived using rules set up in The ID Register. Checks the information in Profile Addresses and Due Diligence.

Check and update

- You agree with the risk Rating
- Provide comments and documents where you disagree

Reportable Jurisdiction under FATCA and CRS

28. Derived using rules set up in The ID Register. Derived from the Tax Residency of the profile or nationality (for Tax reporting purposes)

Check and update

- You agree/disagree with the reportable Jurisdiction.
- Provide comments where you disagree or add an alternative reportable Jurisdiction.

Screening

29. The ID Register screens all profiles against a number of different data sources. PEP, Adverse Media and Sanctions matches are shown here.

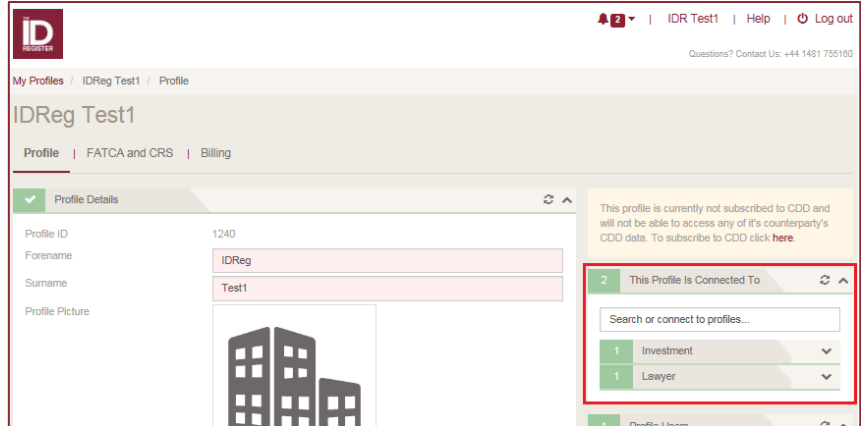
Check and update

- you can review matches here and comment if there are mitigating circumstances or whether you consider the match is incorrect.

Profile Relationships

The section titled **This Profile is Connected to** shows which other Profiles in the ID Register your Profile is connected to (e.g. Investments, Directors etc).

Please review these Relationships to confirm whether they are correct or not.

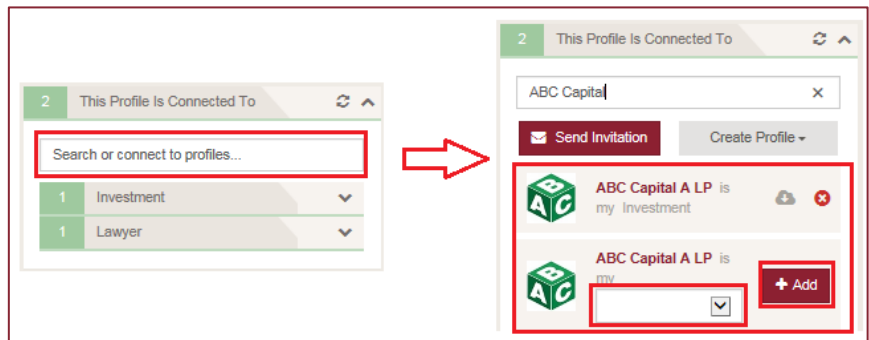


Adding New Profile Relationships

30. In the **Search or connect to profiles** field enter the name of the profile you wish to connect to

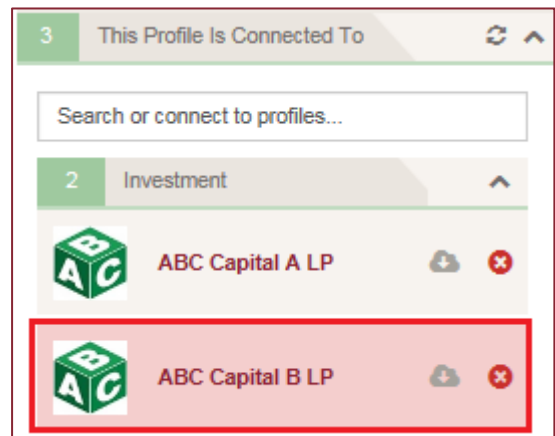
31. If the Profile exists (and has allowed others to connect to it) the Profile name will appear in a list.

32. You can select your Relationship Type with the Profile using the dropdown (e.g. is My Beneficial Owner or Investor).



33. Click on **+Add** will send a notification to the Profiles Owner that you wish to create a Relationship between your Profiles.

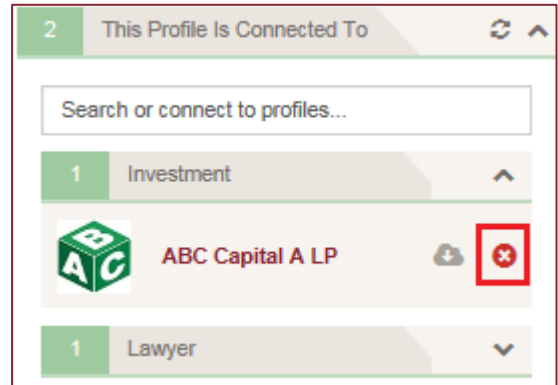
34. Refreshing the screen will show you have a pending relationship (the row is shown in red). You will receive a notification when the Profiles Owner accepts or rejects your connection request



Removing Profile Relationships

When the relationship between profiles is no longer required you can remove this relationship. To do this:

35. Expand Section where the Relationship is displayed.
36. Click on the **X** icon. This will remove the relationship.
37. A Notification is sent to that Profiles Owner and yourself confirming the removal of the Relationship



Contacting The ID Register

If you wish to contact The ID Register please send an email to help@theidregister.com

If you have a query about a profile please ensure the Profile ID (found in the Profile Details section) is quoted in the email subject line.

Appendix 1 – Required Profile Due Diligence Fields

Individual

Field
Full Legal Name
Gender
Date of Birth
Country of Birth
PEP Question Y/N Answer
Commercial Exposed Person Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Employee Benefit Trust

Field
Full Legal Name
Name of Employer that is making contributions
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Limited Partnership

Field
Trading Name
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Public Body

Field
Date of Establishment
Country of Establishment
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Private Company

Field
Trading Name
Date of Incorporation
Country of Incorporation
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Trust

Field
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Listed Entity

Field
Listing Exchange (selected from Dropdown)
Date of Incorporation
Country of Incorporation
Incorporation No
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Foundation

Field
Full Legal Name
Name of Employer that is making contributions
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Regulated Entity

Field
Full Legal Name
Regulator (Selected from dropdown)
Regulatory ID
Date of Incorporation
Country of Incorporation
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

Sovereign Wealth

Field
Full Legal Name
Name of Employer that is making contributions
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)

University

Field
Full Legal Name
Date of Establishment
Country of Establishment
PEP Question Y/N Answer
Sensitive Activities (minimum 1 answer)
Source of Wealth (answer selected)